

**District**\_\_\_\_\_

**Building**\_\_\_\_\_

**Team Member**\_\_\_\_\_

### **CLERICAL STAFF INTERVIEW**

What are the major tasks and/or activities of your job?

Who makes most of the decisions about when and how work is to be done?

How much of your job is clerical work and how much is public service work?

What are the procedures for maintaining office equipment?

Do you have the materials, supplies and equipment needed to do your job?

Is there adequate clerical support to meet the needs of the professionals in your school?

In what types of workshops or training sessions have you participated? Were these useful to you?

How are you evaluated? How often?

What do you like most about your job?

What is the most difficult part of your job?

Is there anything else you would like to share? (Either related to what we've talked about or something we haven't discussed? Negatives/Positives?)

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**[Additional Information:]**